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THE ADJUTANT GENERAL
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AZAA-HR

1 May 2001

MEMORANDUM FOR All Federal Civil Service Technicians and Supervisors Federal Civil Service Technicians

SUBJECT: Military Leave for Federal Civil Service Technicians

1. REFERENCE:

- a. Public Law 106-554, Section 101 (a) (3), 2001 Treasury and General Government Appropriations Act, Section 642, dated 21 December 2000.
- b. Office of Personnel Management (OPM), Memorandum for Human Resources Directors (CPM 2001-2), Subject: Recent Legislative Changes, dated 25 January 2001.
- c. Defense Finance and Accounting Service (DFAS), DFAS-DF Memorandum, SUBJECT: Military Leave for Civilian Employees, dated 8 March 2001.
- d. NGB-HR Memorandum, All States Log # 01-0030, SUBJECT: Charging Military Leave under 5 United States Code (U.S.C.) 6323(a), dated 1 March 2001.
- e. NGB-ARC-F DCPS Message 99-23, SUBJECT: Use of Military Leave (ML) for Inactive-Duty Training (IDT) Periods – Interim Guidance, dated 10 November 1999.
- f. NGB-ARC-F DCPS Message 01-09, SUBJECT: Military Leave (ML) in Hours, dated 14 March 2001.

2. BACKGROUND. Prior to enactment of Public Law 106-554, Military Leave was authorized and available for use for active duty and inactive duty (IDT) training. Military leave was charged in whole day increments and on a calendar day basis. Military Leave was charged beginning on the first military duty day for which the technician would have otherwise been at work and continued through the last military duty day for the technician would have otherwise been at his/her technician job. Continuous days of military leave charged included all non-work days (i.e., weekends, holidays and energy conservation days) falling within the active duty and/or IDT training period(s).

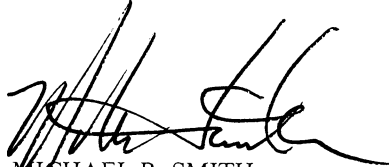
3. POLICY CHANGE. Public Law 106-554, enacted on 21 December 2000, changed the way military leave is charged for technicians. Effective with the pay period beginning 31 December 2000, the use of military leave is charged on an hourly basis instead of the previous whole day basis. Full time employees working a normal 80-hour pay period will accrue 120 hours of military leave in a fiscal year, or the equivalent of three 40-hour workweeks. Part-time employees will accrue military leave on a prorated basis based on the number of hours in their regularly scheduled bi-weekly pay period. Military Leave will not be charged for non-duty days (i.e., weekends, holidays or energy conservation days).

4. IMPLEMENTATION. In order to simplify the implementation of Public Law 106-554, the following procedures will be followed:

- a. Any military leave used prior to 31 December 2000 will be charged in whole day increments, and inclusive non-duty days will be charged military leave as per paragraph 2 above.

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- b. Time keepers will submit a corrected Time and Attendance (T&A) form for technicians who were charged military leave for non-duty days for periods falling on or after 31 December 2000, and to change their military leave charge from days to hours.
 - c. Time and attendance will reflect the actual number of military leave hours taken during a given day. Technicians on compressed work schedules working full military duty days (i.e., Annual Training, ADSW) will be charged military leave based on their regularly scheduled workday. (i.e., 9 hour work days are charged 9 hours military leave, 8 hour work days are charged 8 hours) Total hours worked while on military duty status is between the technician and his/her military supervisor. In the case of using military leave for purposes of performing IDT training, military leave will be charged for the number of hours worked while on military status (i.e., one Unit Training Assembly (UTA) for four hours, charged four hours of military leave). Any remaining balance of duty hours not on military duty status will be charged non-military leave (annual leave, compensatory time) if the technician does not return to work and is granted the leave, otherwise the technician is to return to work.
 - d. Technicians are highly encouraged to maintain a record of their leave use and balance for all types of leave, especially military leave.
 - e. Leave and earning statements will continue to reflect military leave charges in day increments until such time that the Defense Civilian Pay System can be modified. Once system changes are put in place an automated retroactive processing will be invoked and leave balances will be adjusted accordingly to reflect hours instead of days. As long as military leave use is recorded in the system as hours, there should not be a need for any further action.
5. We will continue to provide you information and guidance regarding this issue as it becomes available to us. Your patience and cooperation are sincerely appreciated. Points of contact regarding this matter are LTC Jorge F. Roca at 602 267-2414 or SFC Elizabeth Fiore at 602-267-2484.



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